

**DEPARTMENT OF CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
DIVISION OF HISTORICAL RESOURCES  
RESEARCH BRANCH**

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

**RESEARCH BRANCH**

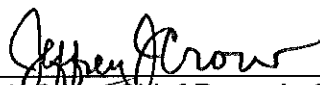
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**


The

**RESEARCH BRANCH**

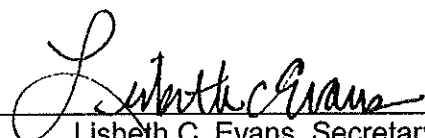
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

  
\_\_\_\_\_  
Jeffrey J. Crow, Chief Records Officer  
Department of Cultural Resources

  
\_\_\_\_\_  
Michael R. Hill, Research Supervisor  
Research Branch

**APPROVED**

  
\_\_\_\_\_  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

May 15, 2003

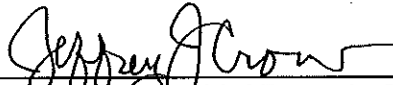
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PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

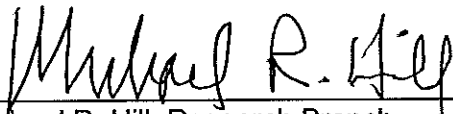
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Amend the program records retention and disposition schedule approved May 15, 2003 by the changing the titles, descriptions, or disposition instructions for the following items 13977 and 13980, as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

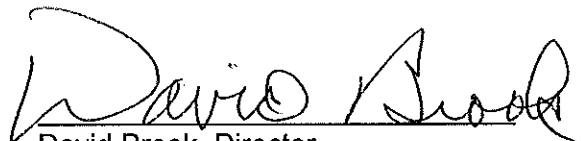
APPROVAL RECOMMENDED



Jeffrey J. Crow, Chief Records Officer  
Department of Cultural Resources

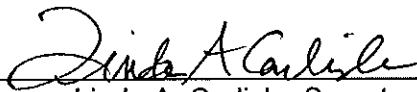


Michael R. Hill, Research Branch  
Supervisor



David Brook, Director  
Division of Historical Resources

APPROVED



Linda A. Carlisle, Secretary  
Department of Cultural Resources

October 24, 2011

RLL

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**ITEM 13974. BRANCH GENERAL CORRESPONDENCE FILE.**

Correspondence in paper and electronic formats, primarily with the public, to and from the branch staff concerning historical questions.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 13976. MARKER CORRESPONDENCE FILE.**

Correspondence in paper and electronic formats concerning the Highway Historical Marker Program.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 13977. HISTORICAL RESEARCH REPORTS FILE.**

Reports written by staff and researchers who are approved by the Research Branch. File includes drafts, reviews, correspondence, and other related records. Amended ---

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years. Records will be held in the State Records Center for 3 additional years and then transferred to the custody of the Archives.

**ITEM 13978. N.C. HIGHWAY HISTORICAL MARKER ADVISORY COMMITTEE FILE.**

Records concerning proposed highway markers. File includes a description of each proposed marker site.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 25 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 13979. HIGHWAY HISTORICAL MARKER FILE.**

Records concerning each historical highway marker approved by the Department of Cultural Resources. File for each marker includes description of site marked, sources of information, notes, inscription on marker, order forms, correspondence, and other related information. File also includes card index.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 13980. HIGHWAY HISTORICAL MARKER PHOTOGRAPH FILE.**

Photographs and negatives in paper and electronic formats of each historical marker approved by the Department of Cultural Resources. Amended ---

DISPOSITION INSTRUCTIONS: Transfer photographs and negatives in paper format covering the years 1935-1995 immediately to the custody of the Archives. Retain in office photographs in electronic format permanently.

**ITEM 13981. LEGISLATIVE FILE.**

Legislation drafted by the Research Branch concerning various historic sites in North Carolina and reference copies of legislation adopted by the General Assembly.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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**ITEM 13982. MAPS FILE.**

Maps of cities and counties in North Carolina. File includes site and structure plans, aerial photographs, road maps, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 13987. CARD CATALOG FILE.**

Card index to the office's library holdings, research projects and reports.

DISPOSITION INSTRUCTIONS: Destroy in office records when superseded or the item described is withdrawn from the collection.

**ITEM 13988. HISTORICAL RESEARCH FILE.**

Records concerning research into historical people, places, events, and related topics. File includes correspondence, memorandums, news clippings, brochures, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 13989. HISTORIC SITES FILE.**

Records concerning research on state-, locally-, and privately-owned historic sites. File includes notes, photographs, news clippings, correspondence, maps, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 17758. NORTH CAROLINA INFORMATION PROJECT FILE.**

Requests in paper and electronic formats received from school children throughout the United States.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

**ITEM 45111. WEBSITE MAINTENANCE (ELECTRONIC) FILE.**

Electronic records concerning the agency's maintenance of the division's presence on the World-Wide Web (WWW). Electronic file includes use and access statistics, production copies of data files, graphic files, and other related records. (File maintenance and backup procedures are conducted by Information Technology Services.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 45450. BOARDS AND COMMISSIONS FILE.**

Records concerning the membership of boards and commissions connected with the division. File includes membership lists, correspondence, reference copies of audit reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 46810. REGIONAL HISTORY SITES FILE.**

Records created pursuant to the Regional History Sites program. File includes correspondence, research reports, site inventories, photographs and related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.